



City of Minneapolis

CAREER OPPORTUNITIES BULLETIN

WEEK of July 7, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

ANIMAL CARE TECHNICIAN Exam # 21504 Salary: Hourly \$16.19 up to \$21.13

Minneapolis Animal Care & Control is seeking applicants for Animal Care Technician. The Animal Care Technician will provide cleaning, care, and feeding for animals at the animal shelter. Note conditions of impounded animals and bring them to the attention of the veterinarian services when appropriate, and assist in customer service and public relations. **Minimum Qualifications to be considered:** Education: High School Diploma or equivalent. **Experience:** One (1) year of related experience preferably in animal care work. **License:** Valid Driver's licensed. **Equivalency:** An equivalent combination of education and experience may be considered. For a complete job announcement and how apply for the position please visit www.minneapolismn.gov/jobs. **Applicants failing to follow the application process listed in the job announcement will not be considered.**

Open for applications through Wednesday, July 9, 2014

Assessor III – Exam #21517 / Hourly Salary \$29.30 up to \$38.18

APPLICATION PROCESS: ALL applicants MUST complete and submit: 1) City of Minneapolis application, apply online at <http://www.minneapolismn.gov/jobs/index.htm>. Applicants are encouraged to be as detailed as possible in the online application with regards to experience and work duties. 2) **Resume** must be submitted prior to the job closing date. 3) **Copy of License(s)** must be submitted prior to the job closing date. **POSITION INFORMATION:** Currently, there is one (1) full-time, non-exempt vacancy to be filled in the Assessor's Department. **PRIMARY RESPONSIBILITY:** Perform specialized and technical appraisal work for the most complex properties located within the Central Business District of the City. **REQUIREMENTS:** **Education:** Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent. **Experience:** Three years of experience which has included fee appraisal and real estate sales. **Licenses/Certifications Requirements:** Senior Accredited Minnesota Assessor (SAMA) or equivalent, and Valid Driver's License. **Equivalency:** Accredited Minnesota Assessor or General Associate Member of the Appraisal Institute with MAI Status or Certified Minnesota General Appraiser. You must achieve Senior Accredited Minnesota Assessor status within 24 months of hire. **Applications accepted Monday, June 30 through Friday, July 18, 2014.**

Automotive Mechanic Exam #21492

Job Title – Exam Number/Salary \$ 24,859 Starting

Enter position information. The Public Works' Fleet Division has an Automotive Mechanic position (one non-exempt vacancy) available. The position will perform mechanical repairs/preventive maintenance on City fleet of vehicles involving work with complex electrical systems, hydraulic systems, fuel systems, anti-lock brake systems, etc. **Qualifications:** Experience: Three (3) years of motor vehicle/equipment repair experience, which has included one (1) year with medium or heavy-duty vehicles and diesel engines. Education: Successful completion of an 18 to 24 month college/vocational course, at an accredited school in vehicle maintenance/repair or equivalent.* **NOTE:** Applicants must include a copy of your transcripts with their application materials. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through** Monday, JUNE 23rd, 2014 through Monday, July 14th, 2014

Case Investigator – Exam # 21506 /\$49,369 to \$67,861 Annually

Under the supervision of the Director of the Office of Police Conduct Review, responds to complaints of alleged police misconduct by conducting preliminary and/or administrative investigations and summarizes the chronology of events and the evidence gathered for each assigned case. **Qualifications:** **Education** - Two (2) years of post-secondary education in Criminal Justice, Sociology, Psychology or a closely related field; **Experience** - two (2) years investigative experience including actual interviewing; **Equivalency:** equivalent combination of related education / experience may be considered. Must have and maintain a valid driver's license while employed in the position. **Applications accepted through July 11, 2014.** To review a complete job announcement, including requirements/instructions, and to apply online, visit www.minneapolismn.gov/jobs.

The City of Minneapolis is an Equal Opportunity Employer

City Planner- Exam #21516 Annual salary \$48,287.00 up to \$66,829.00.

The Community Planning and Economic Development Department is seeking a City Planner. The City Planner will perform professional planning work requiring excellent analytical and communication skills in planning processes of standard to moderate degrees of difficulty. The City Planner is an entry-level planning position with CPED. This vacancy is with the Land Use, Design and Preservation section of CPED and includes implementation of City policies through review of development proposals. The work associated with this position includes frequent deadlines while conducting land use and preservation analysis. The City Planner works independently as part of a multi-disciplinary team. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. Applicants failing to submit all required material as listed in the job announcement will not be considered. **Open for applications through Friday July 18, 2014.**

Engineer I Instrumentation & Controls (Electrical) Water – Exam 21511/Salary \$49,393 - \$65,915

Enter position information. The position requires the ability to perform a variety of technical engineering work for capital construction, operations and maintenance activities. **Qualifications:** **Education:** Bachelor's Degree from an accredited college or university in Electrical Engineering, Electronics Engineering or Electrical and Computer engineering. ***It is highly desirable that proof of your degree/coursework is submitted with your application materials.** (Note: Persons who may be invited to the departmental job interview process may be required to provide a copy of their degree/coursework at that time) **Experience:** This is an entry level position, years of experience performing engineering work is a plus, but not required. **License/Certificates:** It is highly desirable that persons possess and continue to maintain a valid Driver's License by the date of hire. **Driver's license information will only be checked for those persons who may be invited to the job interview process.** Allen-Bradley ControlLogix Programmer certificate within 2 years of hire. Engineer-in-Training (EIT) certificate required within six (6) months of the date of hire. **If you currently possess an EIT certificate, you are highly encouraged to submit a copy of your certificate with your application materials.** **Applications accepted through Tuesday, July 1st, 2014 through Monday, July 14th, 2014**

Enterprise Contract Administrator #21503 Salary: \$68,357 up to \$85,718

Responsible for coordinating the enterprise-wide administration of contracts management and enforcement of contract compliance to established Statutes, Ordinances and the City of Minneapolis procurement policies and procedures. **Qualifications** Experience: Four (4) years of contract management experience that includes a minimum of two years in a supervisory capacity. Education: Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. Equivalency: An equivalent combination of education and experience may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through July 15, 2014.**

Enterprise Procurement Specialist #21502 Salary: \$66,232 up to \$84,492

Responsible for the continuous growth, utilization, and improvements of the P-Card program and for monitoring and ensuring that related policies and procedures are followed to comply with City, State and Federal regulations. Responsible for identifying and creating process improvements, including the implementation of new software and upgrades of existing systems. **Qualifications** **Experience:** Four years of related experience, which includes public purchasing experience in an administrative role with corporate credit, P-Card or Travel Card Programs a large complex organization, experience with writing and enforcement of policies, procedures and internal controls. **Education:** Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. **Licenses/Certificates:** Any Purchasing Card certification is preferred. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through July 15, 2014.**

ERP Data Warehouse Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Foreman Painter – Exam 21518/Hourly \$35.104

One, full-time vacancy to be filled in the Finance and Property Services Department. Supervise, coordinate, and participate in the work of skilled employees engaged in the application of decorative and protective coats of paint, varnish, stain, enamel, lacquer and other wall coverings and finishes to exterior and interior surfaces of City structures, facilities, buildings, and properties. **Qualifications** **Education:** Successful completion of an apprenticeship approved by the State Division of Apprenticeship Training or a comparable apprenticeship program. **Experience:** 3 years' experience as a Journeyman Painter. **Licenses/Certifications Requirements:** Valid Driver's License and Journeyman Painter License. **Applications accepted through July 16, 2014**

Licenses and Consumer Services Inspector Exam #21514 Hourly Salary: \$24.035 up to \$33.503

The City of Minneapolis is seeking an Inspector to perform inspection, investigation and enforcement work to ensure compliance with licensing and other consumer protection ordinances and laws. Document evidence, prepare complete reports and testify effectively. **Qualifications:** **Experience:** Three years' professional level experience in work related to consumer protection, code enforcement, law enforcement or government administration. **Education:** Bachelor's Degree in Education, Business, Urban Affairs, Administration or a closely related field with coursework concentration in Public Affairs (or equivalent). For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through Friday July 18, 2014**

Senior Collaboration Architect – Exam #21513 / Annual Salary \$90,506 up to \$110,576

Application Process: ALL applicants MUST complete and submit: 1) **City of Minneapolis Online Application**, apply online at <http://www.minneapolismn.gov/jobs/index.htm>. Applicants are encouraged to be as detailed as possible in the online application with regards to experience and work duties, 2) **Resume** must be submitted prior to the job closing date and can be emailed to Joel.lampe@minneapolismn.gov. **POSITION INFORMATION:** There is currently one exempt, full-time Senior Collaboration Architect vacancy to be filled in the Information Technology Department. **REQUIREMENTS:** **Experience:** At least six (6) years of progressively responsible experience with digital information management using enterprise-class content management system; and/or experience managing or playing a significant support role in delivering collaboration services, such as intranet social media services (e.g., websites/blogs/surveys/online meetings), document-sharing and document management (e.g., SharePoint sites), and/or significant role in policy administration for collaboration and content management processes and toolsets. **Education:** Bachelor's Degree in digital information management, digital communications, software process management, or related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Tuesday, July 15, 2014.**

APPOINTED POSITIONS

Director of Internal Audit (APPOINTED POSITION): Annual Salary: \$99,355 - \$109,814

The City of Minneapolis is looking for a Director to lead the Internal Audit (IA) function. It plans, directs, and coordinates the IA strategy for the City. It assists all operating departments in the discharge of their responsibilities by providing them with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed to facilitate protection of the City's resources. The Director will have a unique opportunity to develop the IA function, its roles, relationships, and processes, and build the City's organizational audit competence. **Qualifications:** Bachelor's Degree in Business, Accounting, Public Administration or closely related field, and 8 years of progressively responsible experience in conducting and coordinating internal audit activities in a complex organization, including at least 4 years of supervisory or managerial experience directly responsible for the work of professional internal auditors. Requires a professional designation of Certified Internal Auditor (CIA) or Certified Public Accountant (CPA). **Resumes accepted through July 16, 2014.**

CITY EMPLOYEES ONLY

There are currently no internal positions at this time.

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

The City of Minneapolis is an Equal Opportunity Employer